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9 SEP 1970

**Minutes of the First Meeting of the Agency Task Force for Improving,
Reporting and Reducing Related Paperwork**

1. Directorate representatives of the Agency Task Force concerned with improving, reporting and reducing paperwork held their first meeting on 4 September 1970 under the Chairmanship of [] Deputy Director of Planning, Programming and Budgeting.

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2. [] reviewed the background and scope of the Bureau of the Budget Circular and the Presidential Directive which sets a 30 October 1970 deadline for the initial Agency report on the number and the cost of our reports as well as our savings goal.

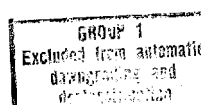
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3. While the Agency is, at this time, committed to participate in this exercise, the possibility of attempting to obtain an exemption was discussed. It was agreed that it was difficult to argue against the goals outlined and that information on the number of our reports and their costs would not in itself be unduly sensitive. However, it was recognized that our participation and reporting was only the first step and part of the continuing problem of the external review of our activities by the Bureau of the Budget. It was pointed out that any Agency reporting would be through the International Division of the Bureau of the Budget and that we would not participate in the Interagency Steering Group which has been established under the Chairmanship of the General Services Administration.

4. [] requested recommendations from participants on how to proceed with the task and pointed out that we do not have a complete inventory of Agency Administrative Management reports. However, a substantial number of these reports were identified in connection with the Support Information

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25X1 Processing Systems (SIPS) Project. It was agreed that this would be a good starting point and that this listing would be updated in conjunction with the Support Offices. [] presented a draft of a Reports Inventory Form for consideration.

25X1 5. DDI representative [] recommended that reports originating and retained within Directorates should be excluded from the first phase of this project. Final action on this recommendation was deferred pending further discussions with the Executive Director on the planned intensity and scope of this project.

6. As promised during the meeting, further policy guidance discussions were held with the Executive Director who confirmed active Agency participation in this project but recommended that we keep external reporting to the minimum.



Executive Secretary

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